

APPLICATION FOR SIGN PERMIT
City of Shakopee
129 Holmes Street South
Shakopee, MN 55379
(952) 233-9300

APPLICANT TO COMPLETE NUMBERED SPACES ONLY S.P. No. _____

1. APPLICANT _____
NAME ADDRESS PHONE NUMBER

2. PROPERTY OWNER _____

3. PROJECT ADDRESS _____

4. PROPERTY I.D. No. _____

5. LEGAL DESCRIPTION _____
LOT BLOCK ADDITION

6. USE OF STRUCTURE _____

7. SIGN COMPANY _____
NAME ADDRESS PHONE NUMBER

8. TYPE OF SIGN

☐ WALL SIGN – ON FRONT OF BUILDING☐ WINDOW SIGN

☐ WALL SIGN – NOT ON FRONT OF BUILDING☐ PROJECTING SIGN

☐ FREE-STANDING (PYLON) SIGN☐ ILLUMINATED SIGN

☐ AWNING/CANOPY/MARQUEE☐ TEMPOARY SIGN/BANNER

9. SIGN DIMENSIONS _____ FT. BY _____ FT. TOTAL AREA _____ SQ. FT.

10. PLEASE ATTACH A SCALED DRAWING OF THE PROPOSED SIGN INCLUDING THE FOLLOWING INFORMATION:

A. WALL SIGNS:Include the linear feet of the wall on which the sign will be located and the number and dimensions of existing signs located on the same wall of the building.

B. FREE-STANDING SIGNS:Include the linear feet of street frontage where the sign will be located, the set back distance from public right-of-way, and the height of the sign.

C. AWNINGS:Include the height of the awning and any attached valance extending over a sidewalk or over public property. Awnings also require a separate building permit.

D. TEMPORARY SIGNS/BANNERS:Include the length of time the sign(s) will be posted.

E. PROJECT AREA SIGNS:Include the number of project entrances at which signs will be located.

11. SIGNATURE OF APPLICANT _____ DATE _____

12. SIGNATURE OF PROPERTY OWNER _____ DATE _____

SPACE BELOW FOR OFFICIAL USE ONLY

TOTAL SQ. FT. OF SIGN	USE ZONE	RECEIPT NO.	<u>APPLICATION APPROVALS</u>
<u>COMMENTS</u> _____ _____ _____ _____			COMMUNITY DEVELOPMENT DEPT. _____ DATE _____
			ENGINEERING DEPT. _____ DATE _____
			BUILDING DEPT. _____ DATE _____

APPLICATION FEES		
TEMPORARY	\$30.00	
PERMANENT – Wall Sign Freestanding Sign	\$75.00 \$125.00	
TOTAL	\$	PL